



How to upload files to COP's Dropbox

Before uploading your documents, please be sure to label (rename) them in the following format:

- Last Name_First Name_Document Name
 - Ex. Smith_John_High School Transcript
 - Note: If you are merging all of your documents in one pdf, please label your file as:
 - Last Name_First Name_Application Documents

1. Find COP's Dropbox link located in the email notification you received from us.

- Applicants, you will receive a confirmation email after you submit your online application. If you would like to send us your documents prior to that, you may find the link to our COP Dropbox on the online application.
- Recommenders, you will receive an email notification from us after the student has submitted their online application. The student will also be able to copy the Dropbox link from their online application and send you the link prior to submitting their application.

(Reminder: Your form is due by December 16, 2022)

- If you should have received an email notification from us but did not receive one, please contact us at copuhm@hawaii.edu.

2. Click on the link and upload your documents.

3. Click "Choose from computer" to upload your document(s). You can also drag and drop the documents directly into your browser window.

4. If you have more documents to upload, click "+Add another file".

5. Click "Upload".

Notes:

- You can add more files at any time by clicking the link.
- You will not be able to access documents that you already uploaded.
- You should receive an email notification from Dropbox confirming that your documents were uploaded.